

## CHECKLIST FOR CHAPTER 13 CASE

\_\_\_\_\_ **\*Filing fee of \$185**

Is check signed? Have you authorized us to charge this to your credit card?  
Check must be drawn on attorney's trust account, a cashier's check, a certified check, or a money order. (See local rule 4 (a)(3)). A debtor's check will not be accepted.

**OR**

\_\_\_\_\_ **\*Application and Order for Installment Payments (Original and 3 copies) AND Attorney Disclosure of Compensation.** A petition for installment payments will **not** be accepted if the attorney has accepted **any** money from the client which is not submitted to the court towards the filing fee.

\_\_\_\_\_ **\*Petition (Original and 2 copies -- unless the Internal Revenue Service [IRS] is listed as a creditor, in which case 3 copies.)**

Is the petition **signed** by the attorney and is the attorney's **p-number** listed?

Is the petition **verified** by the debtor(s)? The declaration under penalty of perjury must be signed by the debtor(s).

Does the petition state the **street address** of the debtor(s)?

Have we listed the **SS #** or the **EIN #** on the petition?

\_\_\_\_\_ **\*Mailing matrix (original and one copy) and Verification of Matrix**

Have we given the court an original **typed** matrix.

Does the matrix conform to the Exhibit 2 in the Local Rules?

Is the matrix verified?

\_\_\_\_\_ **\*Pre-filing Notice (Original and 3 copies) --** In individual consumer cases only. Please attach a pre-filing notice to original and each copy of the petition.

\_\_\_\_\_ **Order and Notice of Stay** - You do not need to send us this form. Request the order in your cover letter and send us a stamped, self-addressed envelope. There is no charge for an order and notice of stay, but there is a charge of \$2.00 for an order of relief

Note that the Schedules of Assets and Liabilities (schedules A thru J), the Statement of Affairs and Chapter 13 Plan do not have to be filed with the petition. They must be verified by the debtor(s) whenever they are filed. **Chapter 13 Plan and schedules must be filed within 15 days of filing petition.**

**\* These documents are required to be filed with the petition.**